

Privacy Notice

BOS Limited is an administration outsource company. Alongside Company information, these services will necessarily involve processing of some Personal data on individuals within its clientele companies allowing BOS Limited to provide the service required.

BOS Limited are committed to protecting and respecting your privacy. This policy (alongside our websites terms) sets out the basis on which any personal data we collect from you, or that is provided to us, will be processed by BOS Limited. We recommend that you read this. If you have any questions regarding your personal data and how we use it please contact us. By visiting BOS Limited (insert Website) you are accepting and consenting to the practices described below. The companies for which BOS limited provide Services will have their own privacy notices and procedures and they should be viewed separately.

Information that we collect from yourself

BOS Limited will collect and process the following data:

- Information you give us, by filling out forms on our website or by corresponding with us via phone, email or otherwise. The information you choose to give us may include (but is not limited to) Name, email address, contact details, financial information
- We collect information about you with regards to your visits to our website such as your login information, browser type and version , time zone setting, browser plug in type and versions operating system and platform along with your IP address(internet protocol)
- We will collect information relevant to the contractual agreement with yourself to allow us to fulfil the service that you require.

How we use the information we collect about you

BOS Limited use the information collected from you:

- To carry out our contractual obligations with yourself
- For security, identification and verification purposes
- Administration and record keeping purposes
- To provide you with information about other goods and services we offer that will complement to services you have utilised or shown an interest in
- To notify you of any changes to our service
- To ensure that content on our website is presented in an effective manner

BOS Limited will use the information we collect about you:

- To administer and improve our site and for internal operations(data analysis, trouble shooting, statistical, research and data analysis purposes
- To allow you to participate in interactive features of our service, should you wish to do so

BOS Limited will use any information we receive from other sources:

- As part of our efforts to maintain the security of our site
- To measure and understand the effectiveness of BOS Limited advertising

We may disclose your personal information to third parties:

- Including business partners, sub-contractors, suppliers for the performance of the contract we enter into with you
- If we are under a duty to disclose or share your personal data in order to comply with any legal obligation, or to protect the rights, property or safety of BOS Limited, our customers or others. This includes exchanging information with other companies for the purposes of fraud protection and credit risk reduction.

Where BOS Limited store your information

BOS Limited store the data they collect at a facilities inside of the EEA which meets the data protection standards required by the ICO and GDPR. It is also processed by staff within the EEA who work for us and by consultants that are outsourced to BOS Limited. This includes staff who, amongst other things, fulfil your service need. By submitting your personal data, you agree to this transfer, storing and processing.

BOS Limited will take all steps reasonably necessary to ensure that your data is treated securely and in accordance with this privacy policy and all current regulations.

BOS Limited is committed to ensuring that your data is secure. BOS Limited have suitable Physical, Electronic and managerial procedures in place to safeguard and secure the data we collect online. Information transfer via the internet is not completely secure, we do our best to protect your information. BOS Limited will only request the minimum amount of information that we require in accordance with the reason we are collecting the data.

BOS Limited will only retain this information for as long as is necessary for legitimate business purposes.

Your Rights

You have the right to access the personal information that BOS Limited hold. You have the right to request deletion of this data, you have the right to request that BOS Limited do not use your personal data for marketing purposes. You can exercise this right when sending your information over to BOS Limited, or at any other time by emailing (info@boslimited.com)

The BOS Limited site may, from time to time contain links to and from the websites of our partner networks, advertisers or affiliates. If you follow the links to any of these website, please note that BOS Limited do not accept any liability or responsibility for these websites or their policies. They will have different polices from BOS Limited. Please check them before continuing.

Any future changes to BOS Limited's Privacy Policy in the future will be posted onto this page and where appropriate you will be notified by email. Please check regularly for changes.

Any concerns or questions regarding this policy or our website should be forwarded to (info@boslimited.com)